**Information Security – Awareness and Training Procedure**

**Purpose**

To implement the security control requirements for the Awareness and Training (AT) control   
family, as identified in National Institute of Standards and Technology (NIST) Special   
Publication (SP) 800-53, Revision 4, Security and Privacy Controls for Federal Information   
Systems and Organizations.

**Scope and Applicability**

The procedures cover all E-Commerce Project information and information systems to include information and information systems used, managed, or operated by a contractor, another agency, or   
other organization on behalf of the E-commerce.   
The procedures apply to all E-commerce billing team employees, contractors, and all other users of E-commerce information and information systems that support the operation and assets of the E-commerce.

**Procedures**

The "AT" designator identified in each procedure represents the NIST-specified identifier for   
the Awareness and Training control family, as identified in NIST SP 800-53, Revision 4,   
Security and Privacy Controls for Federal Information Systems and Organizations.

**Awareness and training family**

Table

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**AT-4 Training Records**

For All Information Systems:   
1) Supervisors and Managers, in coordination with the SAISO, SOs, ISOs, IMOs and IOs, for   
E-Commerce Project -operated systems, shall; and SMs, in coordination with the SAISO, IOs, SOs, ISOs and IMOs, for systems operated on behalf of the E-Commerce Project, shall ensure service providers:   
 a.) Document and monitor individual information system security awareness and training   
 activities and records as required in accordance with federal regulations and   
 E-Commerce Project policies and procedures.   
 i) Records shall consist of certificates of completion signed by the training provider, the   
 trainee’s Manager or Supervisor, the ISO, or IMO or other similar electronic or manual   
 mechanism. Record of completion can be accomplished electronically via a learning   
 management system.   
 ii) Supervisors, Managers, and ISOs shall track the status of awareness and training   
 progress and completion at least every 30 calendar days, then no less than weekly   
 within 60 calendar days of the deadline for the annual FISMA report.   
 iii) Reports of the status of all users’ training must be made available to supervisors, SOs   
 and Senior Information Officials (SIO), as needed, at a minimum weekly prior to the   
 deadline for the annual FISMA report.   
 iv) Each Program Office and Region shall report on the status of employees’ training   
 activities at the end of the fiscal year to the SAISO of the E-commerce Project, as  
 required by the annual FISMA reporting requirement.   
 v) E-Commerce Project employees shall include security awareness training, including any  
 role-based security-related training, in their Individual Development Plans (IDP)  
 annually.   
 b.) Retain individual training records for a minimum of seven (7) years.   
 i) Utilize Skill port as the System of Record for individual employee training records.

**Records Management Training Catalog**  
  
Learning Types   
 - Online Lessons - Training conducted over the Internet  
 - Microlearning Lessons - Microlearning is a method of instructional training that breaks information down to bite-sizes for easy understanding and delivering.   
 - Videos – Training conduct over videos   
 - Job Aids – While doing the job someone else will help you to understand   
 - Other resources – Ex: Training sessions

**APPENDIX A: ACRONYMS & ABBREVIATIONS**   
  
FISMA Federal Information Security Management Act   
IDP Individual Development Plan   
IMO Information Management Officer   
IO Information Owner/Steward   
ISO Information Security Officer   
SAISO Senior Agency Information Security Officer   
SIO Senior Information Official   
SM Service Manager   
SO System Owner

**Reference:**

https://csrc.nist.gov/Projects/risk-management/sp800-53-controls/release-search#!/control?version=5.1&number=AT-4

https://19january2017snapshot.epa.gov/sites/production/files/2016-01/documents/cio\_2150-p-02.2.pdf